

Sixth District Court

LOCAL POLICY November 19, 2007

Reimbursement of Food for Sanpete Interventions Activities Without an Agenda

Policy

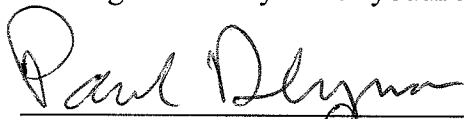
Sanpete Interventions (SI) will not be required to attach an agenda with every receipt that is submitted for reimbursement for food and beverages purchased for youth and staff participating their program. Otherwise, SI will comply completely with the policies noted in the *Utah State Courts Accounting Manual*.

Purpose

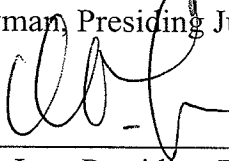
SI is responsible for youth for extended periods of time. Supplying food for them is necessary to help them maintain adequate levels of energy to participate in the program. In addition, there are times in which SI takes youth out to participate in all day activities that would require the program to provide lunches for the youth. As such, in accordance with local policy, the Sixth District Juvenile Court will be financially responsible for providing food for SI youth and staff.

It is not always possible to draft an agenda for SI activities, because the types of activities vary over time and the number of youth also vary from week to week. SI oftentimes purchases food in advance of activities. In addition, the food is occasionally purchased in bulk in an effort to save money and as a matter of convenience. This food is then used for more than one activity. An agenda is not always in place at the time the food is purchased.

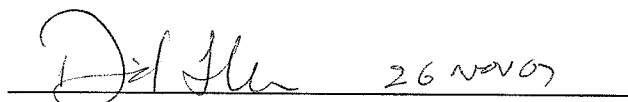
This policy takes effect immediately, and applies to any unpaid purchases of food or beverages made by SI for youth and staff participating in their program.



Paul D. Lyman, Presiding Juvenile Court Judge



Wallace A. Lee, Presiding District Court Judge



David L. Mower, District Court Judge